

AIRCRAFT CRASH

If an aircraft crashes into or adjacent to any District property, take the following actions (as appropriate):

- Remain calm.
- Immediately move away from all windows, then Duck, Cover, and Hold until the debris has settled.
- If you are not in a safe area, move to an area that *is* safe.
- Report the incident to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police.
- If a building is affected by the crash, activate the nearest fire alarm pull station. Evacuate to the nearest safe Assembly Area in an orderly manner.
Do not use elevators.
- Assist any persons with disabilities and those who are injured.
- Do not touch or pick up any wreckage or debris. Do not light matches or smoke.
- Notify public safety personnel if anyone is trapped or in need of evacuation assistance. Report any missing persons to site authorities.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
- Rush for an exit.

If You Become Trapped:

- Remain calm. If you are able to do so, report your situation and location by dialing **9-1-1** (or **9-9-1-1** from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor to avoid smoke, contaminants, and heat.

- If you are injured, tend to your injuries.

Once at an Assembly Area or Other Safe Area:

- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.

Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or

dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an evacuation, it is critical to properly plan for and practice evacuation procedures. To assist in this effort:

- Become familiar with Evacuation Maps, Systems, and Plans.
- Keep adequate emergency supplies on hand.